

## Communications Plan Grants and Cooperative Agreements Wave II Centers

**Overview:** The Communication Plan is a tool which is used for planning, tracking and monitoring project communications.

Stakeholder Group (Audience)	Communication (Title)	Objectives	Channel	Approver	Action	Timing	Status	Date Complete	Notes
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	ARC	Assist with the transition of grants and cooperative agreements	Grant Officers Monthly Telecon (Wave II Centers included) - 2nd Wednesday of each month	Monique Sullivan Nick Etheridge	Tina Landes David Rodgers	Monthly	On-going		5 May 2006 - Sent e-mail to identify each Center's needs
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	ARC	Assist with the transition of grants and cooperative agreements	Face to Face Meeting	Monique Sullivan Nick Etheridge	Monique Sullivan Dean Yoshioka	8/10/2006	Complete	8/10/2006	
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	ARC	Assist with the transition of grants and cooperative agreements	Procurement Transition Telecon - Monthly	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	ARC	Assist with the transition of grants and cooperative agreements	HQ Grants Steering Committee (Wave II represented)- 3rd Wednesday of each month	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	LaRC	Assist with the transition of grants and cooperative agreements	Grant Officers Monthly Telecon (Wave II Centers included) - 2nd Wednesday of each month	Monique Sullivan Nick Etheridge	Tina Landes David Rodgers	Monthly	On-going		5 May 2006 - Sent e-mail to identify each Center's needs
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	LaRC	Assist with the transition of grants and cooperative agreements	Face to Face Meeting	Monique Sullivan Nick Etheridge	Monique Sullivan LouElla Simonetti	8/30/2006	Planning		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	LaRC	Assist with the transition of grants and cooperative agreements	Procurement Transition Telecon - Monthly	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	LaRC	Assist with the transition of grants and cooperative agreements	HQ Grants Steering Committee (Wave II represented)- 3rd Wednesday of each month	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		

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Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	KSC	Assist with the transition of grants and cooperative agreements	Grant Officers Monthly Telecon (Wave II Centers included) - 2nd Wednesday of each month	Monique Sullivan Nick Etheridge	Tina Landes David Rodgers	Monthly	On-going		5 May 2006 - Sent e-mail to identify each Center's needs
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	KSC	Assist with the transition of grants and cooperative agreements	Face to Face Meeting	Monique Sullivan Nick Etheridge	Nick Etheridge Tina Landes Cassandra Williams	8/25/2006	Planning		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	KSC	Assist with the transition of grants and cooperative agreements	Procurement Transition Telecon - Monthly	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	KSC	Assist with the transition of grants and cooperative agreements	HQ Grants Steering Committee (Wave II represented)- 3rd Wednesday of each month	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	MSFC	Assist with the transition of grants and cooperative agreements	Grant Officers Monthly Telecon (Wave II Centers included) - 2nd Wednesday of each month	Monique Sullivan Nick Etheridge	Tina Landes David Rodgers	Monthly	On-going		5 May 2006 - Sent e-mail to identify each Center's needs
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	MSFC	Assist with the transition of grants and cooperative agreements	Face to Face Meeting	Monique Sullivan Nick Etheridge	Nick Etheridge Tina Landes Cassandra Williams	8/31/2006	Planning		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	MSFC	Assist with the transition of grants and cooperative agreements	Procurement Transition Telecon - Monthly	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	MSFC	Assist with the transition of grants and cooperative agreements	HQ Grants Steering Committee (Wave II represented)- 3rd Wednesday of each month	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		

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Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	JSC	Assist with the transition of grants and cooperative agreements	Grant Officers Monthly Telecon (Wave II Centers included) - 2nd Wednesday of each month	Monique Sullivan Nick Etheridge	Tina Landes David Rodgers	Monthly	On-going		5 May 2006 - Sent e-mail to identify each Center's needs
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	JSC	Assist with the transition of grants and cooperative agreements	Face to Face Meeting	Monique Sullivan Nick Etheridge	Nick Etheridge Tina Landes Cassandra Williams	8/15/2006	Complete	15-Aug-06	
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	JSC	Assist with the transition of grants and cooperative agreements	Procurement Transition Telecon - Monthly	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		
Pre Transition Grants Community at Large (engineers/scientists/educators/ resource managers/PR requisitionners/technical officers/grantees)	JSC	Assist with the transition of grants and cooperative agreements	HQ Grants Steering Committee (Wave II represented)- 3rd Wednesday of each month	Monique Sullivan Nick Etheridge	Monique Sullivan Nick Etheridge	Monthly	On-going		